



COMDTNOTE 5100
20 JUL 2005

COMMANDANT NOTICE 5100

CANCELLED:
19 JUL 2006

Subj: CH-10 TO SAFETY AND ENVIRONMENTAL HEALTH MANUAL, COMDTINST M5100.47

1. PURPOSE. This Notice publishes CH-10 to the Safety and Environmental Health Manual, COMDTINST M5100.47. Intended users of this directive are all units which maintain the Manual.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, and assistant commandants for directorates, Judge Advocate General, and special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. Internet release authorized.
3. SUMMARY OF CHANGES. Chapter 10, Traffic Safety, has been renamed to Motor Vehicle Safety, and has been completely revised. All information has been updated to reflect changes in safety practices that have occurred over the past 12 years. Specific changes include the addition of detailed maximum on-duty driving time provisions, and command requirements to ensure personnel operating all terrain vehicles (ATV), snowmobiles, trucks, trailers, vans and sport utility vehicles are properly trained to use, and have demonstrated their proficiency to operate, these vehicles. All military motorcycle operators are now required to complete training and wear prescribed personal protective equipment (PPE) while operating a motorcycle on- and off-duty. Also added is a requirement for all ATV operators on official business and onboard a Coast Guard facility to complete approved training and to wear prescribed PPE, and for all military ATV operators to wear prescribed PPE whenever operating an ATV.
4. PROCEDURES. No paper distribution will be made of this Notice. Official distribution will be made via Coast Guard Directives System CD-ROM and website at: <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm> or <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>. Message notification will announce changes and effective dates.

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COMDTNOTE 5100

- a. Remove and insert the following pages:

Remove:

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Chapter 10

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Chapter 10, CH-10

PAUL J. HIGGINS /s/
Director of Health and Safety

Encl: (1) CH-10 to Safety and Environmental Health Manual, COMDTINST M5100.47

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CHAPTER 10 MOTOR VEHICLE SAFETY

- A. Purpose. The purpose of this Chapter is to provide policy and guidance for implementing a comprehensive Coast Guard-wide motor vehicle safety program.
- B. Scope. This Chapter applies to:
1. All Coast Guard military personnel on and off duty and on and off Coast Guard installations.
 2. All Coast Guard civilian personnel in a duty status on or off a Coast Guard installation.
 3. All Coast Guard Auxiliarists whenever assigned to duty in support of Coast Guard missions. Moreover, whenever engaged in the movement of Coast Guard property, including towing, using either a government or private motor vehicle.
 4. All persons at any time in any vehicle owned, controlled, or authorized for official use by the U. S. Coast Guard.
 5. All persons at any time on a Coast Guard installation including military dependents and contract personnel.
- C. Authority. The principal law requiring national traffic safety programs is Public Law 89-564, Highway Safety Act of 1966, as amended (23 USC 401 et seq.).
- D. Regulations and Other Directives. Regulations and other directives affecting this Chapter include:
1. Executive Order 13043, Increasing Seat Belt Use in the United States
 2. Federal Motor Vehicle Safety Standards, 49 CFR 571
 3. Motor Vehicle Manual, COMDTINST M11240.9 (series)
 4. Physical Security and Force Protection Program, COMDTINST M5530.1 (series)
 5. Non-Standard Boat Operator's Handbook, COMDTINST M16114.28 (series)
 6. Joint Federal Travel Regulation (JTFR)

E. Definitions.

1. All Terrain Vehicle (ATV). Any self-propelled vehicle with three or more wheels designed for off-road use and not licensed for public road use.
2. Bicycles. Non-motorized, human powered two or three wheeled vehicles with seats.
3. Facility. The physical property on which any Coast Guard unit, base, or installation is located.
4. Government Motor Vehicles (GMV). Vehicles either owned, leased (includes General Services Administration (GSA) vehicles under control of Coast Guard activities) or rented by the government.
5. Heavy Equipment. Motorized vehicle equipment designed primarily for off-highway operation such as backhoes, road graders, agricultural vehicles and self-propelled aircraft ground support equipment. These vehicles are not considered GMVs.
6. Impaired Driving. Operating a motor vehicle under any impairment or intoxication caused by drugs or alcohol in violation of Article 111 of the Uniform Code of Military Justice (UCMJ) (18 USC 911).
7. Industrial Equipment. Motorized equipment operated by Coast Guard personnel to perform on-duty operations, including mobile and overhead cranes, man lifts, forklifts and boatlifts.
8. Mopeds. Vehicles with less than 50 cc engines such as mopeds, motor scooters and motorized bicycles.
9. Motorcycles. Any two or three wheeled vehicle “not otherwise defined in this chapter” (both street legal and off-road) having a seat or saddle and powered by a gasoline engine.
10. Motor Vehicles. Self-propelled wheeled vehicles designed for travel on public roads.
11. Operational Risk Management (ORM). A continuous, systematic process of identifying and controlling risks in all activities according to a set of pre-conceived parameters by applying appropriate management policies and procedures. This process includes detecting hazards, accessing risks, and implementing and monitoring risk controls to support effective, risk-based decision-making.

12. Private Motor Vehicles (PMV). On or off road vehicles owned, leased, rented or controlled by individuals in their personal capacities.
 13. Risk Assessment. The systematic process of evaluating various risk levels for specific hazards identified with a particular operation. Various models are available to complete this step in the ORM process.
 14. Trailers. Non self-propelled wheeled units of various gross weight limitations designed to be pulled behind motorized equipment for boat or material transport.
 15. Utility Cart. Motorized equipment designed for use on non-public roads, limited to speeds up to 20 mph; this includes configurations for both passenger and cargo transportation. Examples include but are not limited to Golf Carts, Tiger Trucks, Cushmans and Club Cars. These vehicles are required to have a non fragmenting safety glass windshield, seatbelts for the driver and each passenger, headlights, taillights, turn signals, rear-view mirrors and a parking brake as required by the reference cited in paragraph 10.D.2.
- F. Background. Motor vehicle mishaps are the leading cause of fatalities and serious injuries to Coast Guard members, accounting for approximately 65% of all reported mishaps, with an average of seven fatalities annually. Congress enacted two public laws, “The National Traffic and Highway and Motor-Vehicle Safety Act” and “The Highway Safety Act” in 1966 (23 USC 401). The purpose of these Acts was to reduce traffic accidents with their related deaths, injuries and property damage by establishing motor vehicle safety programs. Since the inception of these acts, numerous state laws have been enacted that address (but are not limited to) safety belts, motorcycle helmets and child safety restraints.
- G. Roles and Responsibilities.
1. U. S. Coast Guard. The Coast Guard is responsible for and committed to providing an effective motor vehicle safety program for its personnel. This policy promotes traffic safety programs to reduce deaths, injuries and property damage.
 2. Commandant (CG-113). The Office of Safety and Environmental Health (CG-113) shall develop policy and guidance to assist commands in implementing motor vehicle safety programs
 3. Maintenance and Logistics Commands (MLC). The safety and environmental health staffs at the MLCs [MLC (kse)] shall assist commands in the development, evaluation and training of motor vehicle safety programs that follow in this Chapter. MLCs shall review each command’s written motor vehicle policy and guidance during command visits. MLCs shall assist in

mishap investigations when requested by commands and participate on Mishap Analysis Boards (MAB) in accordance with Chapter 3 of this manual as directed by Commandant (CG-113).

4. Unit Safety Coordinator (USC). The USCs shall assist their commands in the development and implementation of the command's motor vehicle safety programs.
5. Commanding Officers and Officers-In-Charge. Individual commanders shall ensure that a comprehensive Motor Vehicle Safety Plan is implemented and enforced, including written policy and guidance, in compliance with this Chapter. This should also include integrating the principles and process of personal risk management within the motor vehicle safety program for on- and off-duty activities. Sample Motor Vehicle Safety Plans may be obtained from the MLCLANT/MLCPAC Safety and Health websites at: <http://www.uscg.mil/mlclant/KDiv/kseHomePage.htm> or <http://cgweb.mlcpcac.uscg.mil/mlcpcackse/>.
6. Senior Command Supervisory Staff. Senior staff at each unit shall actively participate in the leadership and mentorship of junior Coast Guard members with regard to safe driving behaviors and command motor vehicle safety programs. Supervisors shall integrate the principles of risk management into all government motor vehicle-related duties and encourage individuals to apply risk management to all off-duty vehicle operations.
7. Individuals. It is the individual's responsibility to comply with Coast Guard policy; the guidance provided in this Chapter; with host facility policy; and with local, state, national, and host nation laws. In instances where multiple policies or guidance exist, the more stringent requirements will apply. It must be understood that policy can only provide limited control and protection. In motor vehicle safety, there are many external factors not within the individual's direct control. Every individual is responsible for personally and effectively managing the risks associated with motor vehicle use. All Coast Guard personnel have a personal responsibility to safeguard themselves, their families and their fellow workers from harm.

H. General Requirements.

1. Mishap Reporting. Traffic-related mishaps shall be reported and investigated in accordance with Chapter 3 of this manual (Mishap Response, Investigation and Reporting) and Motor Vehicle Manual, COMDTINST M11240.9 (series) (for government vehicles).
2. Hearing Restriction. The wearing of portable headphones, earphones or other listening devices while operating a motorized vehicle, jogging, walking, skating or bicycling on roads or streets on any Coast Guard facility is

prohibited. Use of these devices masks or prevents the recognition of emergency signals, alarms, announcements, approaching vehicles, human speech and the ability to determine the direction from which the sound is coming. This prohibition does not include hearing aids, nor does the use of hearing aids negate this requirement for wearing hearing protection when conditions dictate.

3. Applicable Policies and Laws.

- a. Coast Guard, DOD, or other installation policies, and local, state, national or host nation laws, regarding motor vehicle safety may differ. When operating motor vehicles off Coast Guard installations, members shall follow policies of those jurisdictions, except as otherwise noted in this Chapter.
- b. Individual commands may dictate more restrictive policy to properly manage motor vehicle safety risks when conditions warrant (e.g., individual risk factors, local traffic and road conditions, climate, etc.).
- c. Failure to wear required personal protective equipment (PPE), or to comply with licensing or operator training requirements, may be considered in making line-of-duty determinations if injuries sustained are from nonuse of PPE or noncompliance. Intentional or grossly negligent behavior that results in a motor vehicle mishap may also be considered in making line-of-duty determinations.

4. Maximum On-Duty Driving Times. To reduce the potential for traffic mishaps caused by operator fatigue, commanders shall incorporate ORM to identify hazards and reduce risks when assigning long-distance driving duties to personnel who have been on-duty for the previous eight hours.

- a. During periods of Permanent Change of Station (PCS), Temporary Duty (TDY) or Temporary Additional Duty (TAD) travel, the reference cited in paragraph 10.D.6 of this chapter addresses PMV and GMV travel time for PCS, TDY or TAD travel orders. Generally, one day of travel is allowed for each 350 miles of official distance of ordered travel. When the total official distance is 400 miles or less, one day's travel time is allowed. This applies to travel by privately owned conveyance (when advantageous to the government), special conveyance (vehicle) as authorized for TDY travel and government vehicle use during these types of travel.
- b. Coast Guard vehicles operated by on-duty full-time or part time operators, and operators of vehicles carrying explosives or other hazardous cargo, shall not be required to drive a motor vehicle during

any duty period if that period was not preceded by at least 10 consecutive hours off-duty.

- c. No one may drive or require another member to drive a motor vehicle with a combined duty and driving time exceeding 14 hours in a 24 hour period. A 10 hour rest period shall be required prior to duty status or resuming driving duties.
- d. No one may drive or require another member to drive a motor vehicle for more than 8 hours in a 24 hour period if the vehicle is carrying explosives or other hazardous cargo.
- e. Two or more qualified drivers shall be assigned for trips greater than 400 miles, or if driving time is expected to exceed 10 hours, or exceed 8 hours when transporting explosives or hazardous cargo, in a 24 hour period. Inasmuch as all vehicle occupants are "on duty" while in the vehicle, the total time of travel shall not exceed 14 hours in a 24 hour period. Assigned drivers shall relieve each other of driving responsibility, to ensure that no individual driver exceeds a total driving time of 10 hours, or 8 hours when transporting explosives or hazardous cargo.
- f. Driving times shall be reduced to not more than eight hours per driver for night driving and during periods of inclement weather. Total driving time for all assigned drivers may not exceed 14 hours in a 24 hour period. Due to reduced alertness and performance during night time hours, two or more qualified drivers shall be assigned and these drivers shall rotate driving duties every two hours between the hours of 2200 and sunrise.
- g. Canine handlers driving to and from a training site or responding to a request for assistance may, at the discretion of their command, be exempted from the requirements stated in paragraphs 4.b through 4.f above. However, on long distance trips the handler must take a one hour break every four hours, and the driving period must not exceed 12 hours. The driver must also rest a minimum of 8 hours after each 12 hour driving period. Driving at night or during periods of inclement weather must be avoided. One handler required to drive during the hours of 2200 and sunrise for a DHS Canine Rapid Deployment Force order must take breaks every two hours. Driving during the hours of 2200 to sunrise is not authorized for training. This rule applies whether the canine team is carrying their training aids or not. These rules are in addition to, but do not supersede, the driving requirements established in the Ordnance Manual, COMDTINST 8000.2 (series), the Canine Substance Detection Manual,

COMDTINST M16247.8 (series) and the Maritime Law Enforcement Manual (MLEM), COMDTINST M16247.1 (series).

- h. Commanding Officers and Officers-in-Charge may waive the above requirements in exigent circumstances in order to save life or property or to meet mission demands. To ensure the safety of personnel involved, a risk assessment should be conducted before adjusting driving times.
 - i. Emergency medical services, fire apparatus and crash/rescue vehicle drivers who are assigned to rotating shifts with sleeping accommodations are exempt from the above duty time restrictions.
5. Promotional Safety and Educational Campaigns. Unit level safety and educational campaigns shall include all personnel, military and civilian, and dependents, whenever possible.

I. Motor Vehicle Operation Requirements.

- 1. Civil Requirements. Military personnel shall comply with all local driver licensing requirements, including special and endorsement requirements (e.g., motorcycles, mopeds), vehicle safety inspections, and registration and insurance requirements. All other Coast Guard personnel shall also comply with these requirements when on a military installation or while on official Coast Guard business.
- 2. Occupant Restraints. (For vehicles so-equipped or required to be equipped)
 - a. Vehicles sold in the U. S. of model years 1965 and newer must have installed occupant restraints. Vehicles manufactured prior to 1965 must have occupant restraints installed if required by host state laws.
 - b. Occupant restraint assemblies must be maintained in serviceable condition and be readily available for operator and passenger use. All commercial vehicles purchased, leased or rented by the Coast Guard, must be equipped with serviceable occupant restraint devices and rollover protective devices as required by Federal Motor Vehicle Safety Standards, 49 CFR 571.208-210.
 - c. Buses. Seat belts (for other than the driver position) are only required for buses manufactured after 1 September 1991 that have a gross vehicle weight (GVW) of 10,000 pounds or less. Buses over a GVW of 10,000 pounds do not require seat belts, except for the operator position.

- d. All personnel operating or riding in a motor vehicle on any Coast Guard facility shall properly use installed occupant restraints (seat belts) in all seats at all times. Individuals shall not ride in seating positions where seat belts have not been installed, have been removed or have been rendered inoperative. Additionally, passengers shall not ride in the cargo areas of motor vehicles, except when the vehicle has been modified for such purposes. Prior to using those vehicles as a passenger vehicle, modifications shall include installation of seat belts, which meet Federal Motor Vehicle Safety Standards, 49 CFR 571.208-210.
- e. All Coast Guard personnel (military and civilian) operating or riding in GMVs or PMVs while on official Government business shall have their seat belt properly fastened about their body.
- f. All Coast Guard military personnel are required to wear seat belts properly fastened about their body at all times while traveling in any motor vehicle that is required to be so equipped.
- g. All personnel operating any motor vehicle with children as passengers on a Coast Guard facility must have the children properly secured in child seat/restraint systems appropriate to the age and size of the child and as required by the respective state or host nation laws.
- h. The operator of a motor vehicle is responsible for informing all passengers of applicable seat belt, child car safety seat, and protective equipment requirements and for ensuring compliance by all passengers with those requirements. A vehicle may not be put into motion until all passengers are in compliance. If any member removes his or her seat belt while the vehicle is in motion, the driver shall stop at the first safe location and shall not proceed until all occupants are once again properly restrained.

3. Driver Distraction.

- a. Cell Phone Use. Vehicle operators on a Coast Guard facility and operators of Government owned or authorized vehicles off facility shall not use cell phones while the vehicle is in operation.
- b. Other Distractions. The potential for driver distraction also exists for activities such as eating and drinking, applying makeup, shaving, reading maps and directions, and operating radios, stereos, two-way communications devices or global positioning equipment. These activities should only be performed when the vehicle is safely stopped.

4. Radar Detectors. The use of radar detectors in GMVs is prohibited, regardless of where they are operated. The use of radar detectors is also prohibited in PMVs on Coast Guard and DOD installations. Personnel shall determine and comply with state and local laws regarding the use of radar detectors in PMVs while not onboard military installations.
5. Alcoholic Beverages. When driving on any Coast Guard facility, the operator and/or passenger(s) of all motor vehicles (GMV and PMV) are prohibited from having open containers of alcoholic beverages in their possession. Personnel operating a GMV are prohibited from having open containers of alcoholic beverages in the vehicle at any time, on or off a Coast Guard facility. Coast Guard members are also subject to any state laws that prohibit open containers and possession of alcoholic beverages in all motor vehicles.
6. Aggressive and Careless Driving, and Driving Under the Influence. Unsafe driving behaviors, such as aggressive or careless driving, and driving under the influence of alcohol, controlled substances or medications, are prohibited on Coast Guard facilities. Coast Guard personnel are also subject to any state laws while operating motor vehicles when not on Coast Guard facilities. Policy governing driving under the influence of intoxicants is established in the Personnel Manual, COMDTINST M1000.6 (series), paragraph 20.A.4.
7. Loss of Driving Privileges. Details of disciplinary actions, process and appeals are not part of the scope of this Chapter, however, the following conditions must be considered.
 - a. To the maximum extent possible, all Coast Guard facilities are encouraged to follow the traffic codes of the State in which the installation is located.
 - b. Military and civilian personnel shall not be authorized to operate a government or other vehicle on government business or on a government facility during periods of suspension or revocation of an operator's license enforced or required by the host State, Federal host, country, civil court or administrative office. Personnel receiving license suspension shall notify their supervisor of any such action.
 - c. Commands may initiate suspension of facility driving privileges for traffic violations on Coast Guard facilities.
 - d. Exceptions to the suspension of facility driving privileges may be granted on a limited basis such as driving to and from duties, unusual personal family hardship or due to mission requirements. Such exceptions must be documented. However, this does not authorize a person to drive if the person's license is under suspension pursuant to a civil court.

8. Vehicle Registration. Registration requirements are outlined in the Physical Security and Force Protection Program, COMDTINST M5530.1 (series), Chapter 7. Vehicles must also be registered according to state, federal or host country requirements.
9. Motorcycles.
 - a. Requirements. Operators of privately owned motorcycles (street legal) must possess a current license and motorcycle endorsement (where required) issued by the governing civil authorities to operate a motorcycle on public highways. This is also a minimum requirement to operate a motorcycle on Coast Guard facilities and DOD installations. Operators shall also meet applicable registration and insurance requirements.
 - b. Training. All Coast Guard personnel, civilian or military, that operate or park a motorcycle on a Coast Guard facility or DOD installation, shall complete a Motorcycle Safety Foundation (MSF) or similar DOD or state approved motorcycle training course. Coast Guard military personnel that operate a motorcycle (street legal) shall obtain this training regardless of whether the motorcycle is operated on or off base. Details of training requirements are addressed in paragraph 10.K.2 of this manual.
 - (1) Commands shall establish a policy clearly defining the specific timeframe within which their personnel must complete an approved motorcycle safety course.
 - (2) Commanders shall restrict riding privileges of non-trained personnel and members who fail to attend scheduled training (including restricting operation of the motorcycle on base).
 - (3) Due to limited training resources, personnel who ride motorcycles and are being transferred to Alaska, Puerto Rico or other remote locations should make every effort to obtain required MSF, DOD or similar state approved motorcycle training prior to assignment to their new duty station.
 - c. Motorcycles. Motorcycles shall have headlights on when they are operated, except where prohibited by local laws, and shall be equipped with rear view mirrors.
 - d. Mopeds. Passengers are prohibited on mopeds.

- e. Foreign Ports. Active duty personnel on liberty in a foreign port are prohibited from riding on or operating motorcycles, mopeds and all-terrain vehicles (ATV).
- f. Rental of Motorcycles, Mopeds or ATVs. Military personnel who rent motorcycles, mopeds or ATVs in U. S. ports are required to wear personal protective equipment (PPE) as listed in subparagraph 10.I.9.g of this manual.
- g. Required Personal Protective Equipment. All motorcycle operators and passengers (military and civilian) shall wear the PPE indicated in this paragraph when onboard a Coast Guard facility. All military motorcycle operators shall wear this equipment at all times regardless of where the motorcycle is operated. Note: The following equipment is also required for entry on all DOD installations:
 - (1) A DOT- or Snell-approved motorcycle helmet properly fastened under the chin. “Novelty” helmets are prohibited. Certified helmets are readily identifiable by a minimum of one-inch thick firm polystyrene foam, weighing approximately three pounds and having a decal attached as referenced in Federal Motor Vehicle Safety Standard (FMVSS) 218.
 - (2) Properly worn eye protection devices, which are defined as impact or shatter resistant glasses, goggles or full-face shield attached to helmet. A windshield or fairing is not considered to be proper eye protection. Dark lenses should not be used at night.
 - (3) Over the ankle, sturdy footwear.
 - (4) Full-fingered gloves.
 - (5) Long-legged trousers.
 - (6) Long-sleeved shirt or jacket.
 - (7) For off-road riding, PPE that is appropriate for the sport or activity, including additional padding and guarding.
 - (8) Brightly colored or white upper garments during the day and high visibility reflective or retro-reflective vests, harnesses or strips on clothing at night or in periods of low visibility (fog and rain). Outer upper garments should be clearly visible and not covered. Note: DOD installations require retro-reflective vests or harnesses at all times.

10. All Terrain Vehicles (ATV).

- a. All Coast Guard personnel who operate an ATV on official business or onboard any Coast Guard facility (regardless of purpose or duty status) shall successfully complete an approved ATV safety course (see paragraph 10.K.3.).
- b. ATV training is also strongly recommended for personal ATV use.
- c. All military ATV operators (on- and off-duty), all civilian operators on duty, all operators of government owned ATVs and all personal operating any ATV onboard a Coast Guard facility, are required to wear the same PPE as motorcycle operators (see subparagraphs 10.I.9.g and 10.I.9.h). Additional equipment, appropriate for the activity (e.g., cold weather operations), is also recommended.
- d. Passengers are prohibited on ATVs used for official business or while being used onboard any Coast Guard facility.

11. Snowmobiles.

- a. All Coast Guard personnel who operate snowmobiles on official business or onboard any Coast Guard facility (regardless of purpose or duty status) shall successfully complete an approved snowmobile safety course (see paragraph 10.K.3.).
- b. Snowmobile safety training may be required in some states. Personnel shall determine and comply with state laws requiring training when applicable. It is strongly recommended that personnel operating snowmobiles acquire snowmobile safety training even if not required by their state. Information on training may be obtained from local dealers or state departments of public safety or motor vehicles.
- c. Minimum PPE for snowmobile use is helmet and sturdy footwear. Due to the risks associated with the winter operating environment, personnel operating snowmobiles should pay increased attention to PPE (cold weather gear); cold stress; avalanche; and dangers of breaking through ice; hidden obstacles and hazards; changing weather conditions; and communication; emergency preparedness and contingency planning.

J. Pedestrian Safety. (On-foot, bicycles, other “vehicles”)

- 1. Commands shall stress pedestrian safety as part of the overall motor vehicle safety program, to include separating pedestrian and motor vehicle traffic to

the maximum extent possible. Provisions shall be made for adequate numbers of sidewalks, handicapped access ramps, jogging routes, pedestrian crossings and bicycle paths to ensure maximum safe traffic flow without jeopardizing pedestrian safety.

2. Personnel shall use additional caution when bicycling, jogging, running, walking, skating, skateboarding, roller blading, scootering, or participating in other recreational activities on main roads and streets of Coast Guard facilities during peak traffic periods and high-density traffic times. Commands shall designate which roadways and times apply for these types of “pedestrian” activities.
3. When on roads and streets, during periods of reduced visibility (e.g., nighttime, fog or rain), personnel should wear retro-reflective clothing, belts or vests.
4. Strong emphasis shall be placed on the protection of children walking to and from school, entering and leaving school buses and playing in Coast Guard housing areas.
5. Applicable fluorescent or reflective personal protective equipment shall be provided and used by all Coast Guard personnel who are exposed to traffic hazards as part of their assigned duties.
6. Bicycles.
 - a. Head Protection. All personnel, including dependents, that operate a bicycle onboard a Coast Guard facility, shall wear an approved bicycle helmet properly fastened under the chin. There are two nationally recognized safety standards for bicycle helmets sold in the United States: the Snell Memorial Foundation and the American National Standards Institute (ANSI).
 - b. Clothing. During periods of reduced visibility (e.g., nighttime, fog or rain), bicycle riders should wear retro-reflective clothing. Vests, jackets, tape, wristbands and other items are available that make a rider visible to motorists.
 - c. Reflectors. Bicycles must be equipped with reflectors and lights for use at night and in low visibility weather.
 - d. Personal Protective Equipment. The following requirements must be complied with when carrying a child as a passenger on an adult’s bike onboard Coast Guard facilities, and are strongly recommended when bicycling off base:

- (1) All personnel shall wear approved bicycle helmets.
 - (2) Only competent adult cyclists shall carry young passengers.
 - (3) Bicycle riding is restricted to parks, bicycle paths or quiet streets.
 - (4) Infants too young to sit in a rear bike seat shall not be carried on a bicycle. Front or backpack child carriers are prohibited.
 - (5) Only children who are old enough to sit well unsupported and whose necks are strong enough to support a lightweight helmet may be carried in a rear-mounted seat.
 - (6) A rear-mounted seat shall be securely attached over the rear wheel, have spoke guards to prevent feet and hands from being caught in the wheels and have a high back and a sturdy shoulder harness and lap belt that will support a sleeping child.
- e. Coast Guard military personnel who operate a bicycle off facility shall wear an approved helmet and shall comply with the host state and local traffic laws. Bicyclists shall follow local rules of the road when riding on or off facility.
 - f. Industrial Use Bicycles. After risk analysis, commands may waive helmet requirements for bicycles used as transportation in industrial areas where hard hats are required, provided factors such as maximum speed and vehicular traffic congestion are considered. In lieu of helmets, a hard hat with a fastened chinstrap is required.
7. Other “Vehicles.” (Skates, Roller Blades, Skate Boards, Push/Kick Scooters, Motorized Scooters). Recent innovations in leisure activities have resulted in the development of equipment such as kick or push scooters, motorized scooters and all-terrain/mountain scooters. Skates and skateboards have been around for some time, but present new challenges to those initially attempting these activities for the first time.
 - a. Commands should assist and encourage Coast Guard personnel in managing the risks of these activities as well. As with any new piece of equipment, personnel should ensure proficiency in use, knowledge of mechanical operation, understanding of the operating environment and the proper use of appropriate PPE. User and equipment limitations should be considered. Manufacturer’s recommendations should also be adhered to.

- b. Use of appropriate PPE for these items shall be emphasized. A helmet shall be worn, and bright and/or reflective clothing, and knee, elbow and wrist guards are strongly recommended.
- c. Inasmuch as these “vehicles” have wheels, their operation often interacts with vehicular traffic and people can get hurt using them. Therefore, operation of these “vehicles” should comply with command traffic safety policies.

K. Training.

1. Driver Improvement Courses.

- a. It is strongly encouraged that all commands require those in need of remedial education (i.e., involved in motor vehicle accidents, speeding, reckless driving or DUI) to attend a driver improvement awareness course. The MLCs can assist commands in determining what training resources are available in their area upon request. A copy of the course completion certificate shall be placed in the individual’s training record.
- b. A driver improvement course shall be used to reinforce positive attitudes and motivate individuals who have been convicted of serious moving traffic violations (e.g., speeding, reckless driving or driving under the influence) or have been involved in a serious traffic mishap while operating a government motor vehicle. Offenders, military and civilian, shall be required to attend such a course as a condition of continued authorized use of a motor vehicle onboard a Coast Guard facility or while on authorized travel. The course duration will not exceed eight hours. MLCA (kse) staffs will either offer the American Automobile Association (AAA) and National Safety Council (NSC) driver improvement training to commands upon request or provide referral to an alternate training source. This training may be combined with a scheduled MLC Risk Assessment visit.
- c. The MLC (kse) staffs have USAA Fatal Vision Driver Training kits and videos, which can be obtained at the request of the command to be used for training within the unit. These kits are designed to simulate driving under the influence. Unit Safety Coordinators are also trained on the use of these training kits at the Unit Safety Coordinator course.
- d. Unit commanders shall perform motor vehicle safety briefings to all personnel prior to holidays, extended weekends or liberty periods.
- e. Unit commanders are strongly encouraged to perform a travel risk assessment with personnel prior to the beginning of leave periods. A

personal risk assessment form can be found in Table 10-1. In addition, the on-line Army Safety Management Information System (ASMIS), detailed in paragraph Q.2.a, can be used to perform these risk assessments.

2. Acceptable Motorcycle Safety Training Courses.

- a. To obtain a motorcycle registration decal for access and parking on Coast Guard facilities, all personnel (military and civilian) must provide proof of completion of one of the MSF, or similar DOD or state approved, motorcycle training courses for street riding as described below. They must also obtain a proper license, endorsement (when required by State or local jurisdictions), registration and proof of insurance. The requirement for training applies to all applicants for new or renewal registration decals. Note: These requirements must also be met for entry on all DOD installations.
- b. Coast Guard military personnel who operate any motorcycle (street legal) shall obtain this training, regardless of whether the motorcycle is operated on or off base. Civilian operators are required to complete a course only if they decide to obtain a motorcycle registration decal for access and parking on Coast Guard facilities. Coast Guard military personnel who operate motorcycles exclusively off-road for recreational purposes are strongly encouraged to obtain this training.
- c. Motorcycle Training Courses. Motorcycle Safety Foundation (MSF) courses shall be conducted by certified MSF instructors. DOD and state approved courses required to obtain a motorcycle license endorsement, or private motorcycle training courses based on MSF criteria, can be used to meet this requirement. Acceptable courses include:
 - (1) “Basic Rider Course.” A two-day course designed for beginners.
 - (2) “Experienced Rider Course.” A one-day course for riders with prior experience.
 - (3) “The MSF Dirt Bike Course.” A one-day course for off- road riders.
- d. A rider shall only be required to attend a single course of his/her choice during their riding career to obtain registration decals. However, periodic refresher training is strongly encouraged, especially after a long hiatus or following the purchase of a new motorcycle.

Commanding officers and officers-in-charge shall confirm that all personnel reporting to their command have completed this training.

- e. It is the responsibility of each motorcycle rider to obtain the training described above. Training may be available from the following sources:
 - (1) Military Bases. Coast Guard members may obtain training at little or no cost from DOD installations on an “as available” basis. Personnel should contact the installation “(A)shore” or “Ground” safety or security office for information on course availability.
 - (2) Motorcycle Safety Foundation (MSF). The MSF has listings for most state offerings on their website at www.msf-usa.org or the MSF may be contacted at (800) 446-9227.
 - (3) State departments of motor vehicles or public safety.
 - (4) Private providers.
 - (5) Colleges and universities.
 - (6) Motorcycle manufacturers, dealerships and clubs.
 - (7) Coast Guard Instructors. There are a limited number of Coast Guard motorcycle safety (MSF) instructors that can provide training. Maintenance of a corps of in-house instructors has proven inefficient and ineffective, primarily because the Coast Guard does not normally have large concentrated population centers like the other services. Commandant (CG-113) will assist commands in obtaining the services of Coast Guard MSF instructors on a case-by-case basis. State and local instructors often experience difficulty in securing training sites due to the need to set up a range for training; commands may consider offering the use of facility property as incentive for an outside instructor to provide training. Partnering with other military services in this area may also prove valuable. Costs incurred by hosting MSF courses on site using (DOD) or contract services will be the responsibility of the command.
- f. Cost of the training is the responsibility of the rider; however, reduced insurance premiums and dealer accessory purchase incentives can help to offset this cost.

- g. Commands are strongly encouraged to assist members in scheduling time to attend training. Coast Guard civilian employees must use annual leave, leave without pay, non-duty hours or regular days off.
 - h. In cases where training is not conveniently available by location or time, commanders may elect to grant a member temporary access to a Coast Guard facility, or temporary authorization to a military member to operate a motorcycle, for up to six months, until a member acquires the training. During this waiver period, members shall be required to complete “video based” or “CD based” motorcycle training that can be obtained by contacting Commandant (CG-113) or the MLC (kse) staffs.
 - i. This policy shall not limit commanders in establishing more stringent local policies where needed due to local road and traffic conditions, climate or individual behaviors.
- 3. All-Terrain Vehicle (ATV)/Snowmobile Training.
 - a. All personnel who operate any ATVs or snowmobiles on official business or on any Coast Guard facility (regardless of purpose or duty status) shall successfully complete the Specialty Vehicle Institute of America (SVIA), ATV Safety Institute (ASI) Rider Course. In remote areas where availability of ATV/snowmobile training is limited, commands may request approval from Commandant (CG-113) to approve local use of video, or web-based or stand alone computer training program modules as interim training until formal courses can be scheduled. Note: This is not an exemption to SVIA and ASI training requirements.
 - b. It is the responsibility of the ATV/snowmobile user’s command to ensure this training is completed. In addition to the SVIA/ASI training, the command shall conduct familiarization training for all ATV or snowmobile operators. This training shall address command use of ATVs and snowmobiles for operational missions, facility or local area weather or traffic conditions, local ATV and snowmobile laws or operating restrictions and other factors unique to the command’s area of responsibility. The members shall also demonstrate proficiency in the operation of the ATV or snowmobile. Upon completion of this training, the command shall issue a letter of designation to the individual as a qualified ATV or snowmobile operator.
 - c. Members who ride ATVs or snowmobiles for recreational purposes are strongly encouraged to obtain specialty vehicle training or

complete “video based” or “CD-based” training available through the MLC (kse) lending libraries.

- d. Personnel should seek to attend ATV and snowmobile training prior to assignment in Alaska and Puerto Rico due to limited training resources.
- e. The ATV Safety Institute of the Specialty Vehicle Institute of America can be contacted at www.svia.org or (800) 887-2887. The Snowmobile Safety Institute is a source for training and can be contacted at www.snowmobilesafety.com.

4. Truck, Trailer and Van Hands-On Familiarization Training.

- a. The Coast Guard operates large pickup trucks and sport utility vehicles (SUV) in the normal course of business. In many instances, members are not familiar with the handling characteristics of these larger, heavier vehicles. Each unit shall develop Job Qualifications Requirements (JQR) for operation of these vehicles and shall document completion of these requirements by the member. MLC (kse) staffs can assist in the development of the JQRs. Members shall also be required to demonstrate their proficiency in the operation of these vehicles prior to being released by the command to drive in a mission situation. Training shall be documented in the member’s training record or on the on-line Abstract of Operations/Training Management Tool (AOPS/TMT).
- b. Trailering boats and other equipment is a mission requirement. Each unit shall develop Job Qualifications Requirements (JQR) for trailering operations and shall document completion of these requirements by the member. MLC (kse) staffs can assist in the development of the JQRs. Members shall also be required to demonstrate their proficiency in trailering operations prior to being released by the command to drive in a mission situation. Training shall be documented in the member’s training record or on the on-line Abstract of Operations/Training Management Tool (AOPS/TMT).
- c. Drivers should also be required to familiarize themselves with 15-passenger vans for size and handling characteristics. Safety briefings shall include a review of the unique handling characteristics of these vehicles, such as information on the increased rollover potential when the van is loaded and the dangers of sharp steering actions at high speeds.
- d. Additional guidance and policy regarding trailering and motor vehicles can be found in the references cited in paragraphs 10.D.3 and 10.D.5.

5. Special Purpose Motorized Equipment (SPME) Training Requirements. Duty assignments may require operation of SPME. Specialized training to operate these classes of vehicles is not within the scope of this Chapter. The Coast Guard Motor Vehicle Manual, COMDTINST M11240.9B, Chapter 3, addresses types of vehicle operations training which may include:
 - a. Commercial Drivers License (CDL).
 - b. Emergency Vehicle Operator Course (EVOC) Training.
 - c. Material Handling Equipment (MHE) (i.e., Forklift Operator Training).
6. Locality Briefing. In addition to indoctrination in local Coast Guard operations, supervisors shall verify that member holds a valid state driver's license prior to operation of a GMV. Commands shall also provide a locality briefing to newly transferred members addressing traffic, motor vehicle and off-duty/recreational safety issues. The following are examples of topics to include (as appropriate to each individual unit). Specific high-risk activities and locations within each area of responsibility should be included.
 - a. Emphasis on personal risk management in all activities, on and off-duty.
 - b. Traffic safety related issues such as:
 - (1) Command/facility traffic policy.
 - (2) Installation traffic patterns and restrictions.
 - (3) Local laws.
 - (4) Local area traffic conditions and high-risk times and locations.
 - (5) Weather conditions and wildlife presence.
 - c. Off-duty/recreational safety issues such as:
 - (1) Popular recreational activities and locations.
 - (2) Associated activity and location hazards.
 - (3) Off-limits areas.
 - (4) Recommended areas/activities to avoid.

(5) Weather and geographic conditions.

(6) People, establishments and localities to avoid.

d. Review of the unit's motor vehicle and off-duty/recreational mishaps.

L. Awareness, Educational and Promotional Campaigns.

1. Commands shall conduct awareness and promotional campaigns as part of an overall motor vehicle safety program. Commanders shall provide and document traffic safety briefs to all Coast Guard personnel prior to holidays, extended weekends, liberty periods, when visiting foreign ports or when returning from deployments. Topics may include local traffic laws, safe operating practices, defensive driving, risk management, impaired driving, PPE use and occupant protection. Commandant (CG-113) will normally kick-off the major campaigns with an ALCOAST message but this should not deter commands from initiating their own activities or participating in local promotions. These campaigns should include but are not limited to:

a. Motor vehicle safety themes in safety meetings.

b. Safety messages.

c. Review of lessons learned from Coast Guard-wide motor vehicle-related mishaps.

d. Promotional posters and pamphlets in the workplace.

e. Signs at facility entrance gates.

f. Enforcement by security personnel.

2. The Department of Transportation (DOT), through the National Highway Traffic Safety Administration (NHTSA), and in conjunction with state traffic safety offices and law enforcement agencies, periodically conducts various motor vehicle safety campaigns throughout the year and especially prior to summer and winter holiday seasons. In addition to the recurring themes of impaired driving and proper seat belt and child restraint use, additional themes that are addressed include getting to school safely, motorcycle safety, bicycle safety, pedestrian safety, aggressive driving, distracted driving and fatigued driving. Motor vehicle safety campaigns include:

a. The Buckle Up America Campaign.

b. Child Passenger Safety.

- c. America Buckles Up Children.
 - d. You Drink and Drive, You Lose.
 - e. Safe and Sober Campaign.
 - f. Safety City (for children).
 - g. Safe Communities.
3. Promotional materials for many of these campaigns may be obtained through NHTSA at www.nhtsa.dot.gov and assistance may be obtained through regional NHTSA offices, state highway offices and local law enforcement offices. NHTSA is also a resource for people and equipment safety issues such as driver behavior, statistics, recall notices and safety ratings of vehicles.
 4. The NHTSA Safe Communities program provides guidance to partner with local communities and law enforcement to improve motor vehicle safety programs and in fact may provide the assistance to make motor vehicle safety more effective. Law enforcement officers are very effective presenters of motor vehicle safety programs.
 5. There is a wealth of information available on the web and from other sources, as well as ongoing national, state and local promotions and campaigns. Military services also provide various applications of Operational Risk Management to motor vehicle safety. The key to the use of promotions, campaigns and resources is to use what makes sense for each command to make an effective motor vehicle safety program.

M. Annual Seat Belt Use Rate Survey.

1. Executive Order 13043 requires an annual seat belt use survey for federal agencies, to be compiled by the Department of Transportation. The Coast Guard goal for seat belt use is 100% on and off duty.
2. The Coast Guard conducts this survey annually and also includes requests for additional information such as child restraint use, motorcycle and bicycle PPE and auditing of promotional materials, local campaigns, signs and posters. Commandant (CG-113) will issue requests for this information and seek assistance from MLC (kse) staffs in obtaining the surveys.
3. Commands and MLC (kse) staffs will conduct surveys, acquire and compile this information for DOT reporting purposes, and identify and address problem areas.

4. Commandant (CG-113) will issue an ALCOAST with results from the survey and recommendations for safe driving procedures.

N. Installation and Local Traffic Conditions.

1. Commands should review and update installation traffic safety infrastructure to include considerations of speed limit, speed bumps, stop signs, traffic lights, other appropriate signs, intersections, traffic patterns and congestion, cross-walks, pedestrian and bike paths, road conditions and proper signage posting.
2. Commands should also review the local traffic safety situation off facility. Local law enforcement officials can provide valuable assistance in this area. The following information may be obtained to assist units in addressing high-risk areas of travel and can be used in orientation sessions for newly assigned personnel:
 - a. Road conditions.
 - b. Weather conditions.
 - c. Speed limits.
 - d. Traffic patterns and congestion.
 - e. High-risk traffic areas.
 - f. Designated recreational areas.
 - g. Wildlife.

O. Off-Duty/Recreational Safety.

1. Though privately owned vehicle mishaps account for the highest toll on the well-being of Coast Guard members, off-duty household chores, relaxation and recreational activities cause the most injuries and also have the potential to result in death. Many injuries are even suffered in organized sporting events designed to improve the health and morale of our members.
2. Each command shall emphasize “Personal Risk Management” to all individuals, just as Operational Risk Management is emphasized in the performance of Coast Guard missions. Training and operational mentorship provided by senior staff can be applied to off-duty activities as well.
3. It shall be each individual’s responsibility to continue to practice the process and principles of risk management in all activities, on or off-duty.

4. It is well beyond the scope of this Chapter to provide guidance for all recreational activities. Some suggested resources include:
 - a. Recreational Safety Digest, MLCLANT PUB P5100.5. This is available for download at:
<http://www.uscg.mil/mlclant/Kdiv/Docs/kseACCRiskAssessments.doc>.
 - b. Air Force, Army and Navy Safety Centers. These sources have a fairly extensive safety checklist for various recreational activities. See paragraph 10.P.3. for links to these centers.
 - c. Most off-duty activities have a wealth of web-based information available on both the enjoyment and the safety of the sport.
 - d. Manufacturers of recreational equipment provide instructions and precautions to be followed to minimize risk.
- P. Resources. The following represents some general resources that may provide a command or individual more information on a specific topic. This is by no means an all-inclusive list.
1. Coast Guard motor vehicle safety assistance can be obtained from your respective MLC (kse) staffs or the Headquarters Shore Safety Division at Commandant (CG-1132). Safety messages, mishap reports, the mishap database, checklists and safety information are available on the MLC and Commandant (CG-1132) web sites. Commandant (CG-1132) and MLC (kse) staffs also issue safety messages on motor vehicle safety throughout the year.
 2. Local and state law enforcement and motor vehicle safety offices can provide promotional materials and conduct safety meetings. Partnering motor vehicle safety efforts with community organizations can simplify and increase the effectiveness of a program. Some states also have defensive driving and MSF motorcycle safety training programs.
 3. DOD. The Coast Guard can access and use the motor vehicle safety programs and resources of other military services. Local military installation “(A)shore” or “Ground” safety organizations are typically the best source of information.
 - a. DOD bases often have instructors and motor vehicle safety specialists to assist in programs both for four-wheel vehicles and motorcycles.
 - b. The on-line Army Safety Management Information System (ASMIS), detailed in paragraph Q.2.a, can be used to perform risk assessments for personnel about to depart on trips that involve extended or

overnight driving or that are to be made by young or inexperienced drivers.

- c. MLCPAC (kse) has a Coast Guard-oriented “toolbox” to assist in risk management related to motor vehicle use. Additionally, DOD Safety Centers are a valuable resource for promotional and educational materials, checklists, risk management approaches, publications and detailed description of that service’s motor vehicle safety program, training, statistics and mishap information. If not evident on their home page, motor vehicle safety information is managed by their “Ground” or “Ashore” divisions. Web sites for the Safety Centers are located at:
 - (1) MLCPAC (kse) toolbox: <http://cgweb.mlcpac.uscg.mil/mlcpackse/Traffic/>.
 - (2) Air Force Safety Center: <http://afsafety.af.mil/>.
 - (3) Army Safety Center: <https://safety.army.mil/lite/index.html>. The Army Safety Center has the latest version of the Privately Owned Vehicle (POV) Toolbox, which includes many techniques that do not require much time but enable an individual, or an individual in conjunction with his supervisor, to perform personal risk management.
 - (4) Naval Safety Center: www.safetycenter.navy.mil.
 - (5) HQ Marine Corps Safety Division: <http://www.hqmc.usmc.mil/hqmcmain.nsf/>.
- 4. The Department of Transportation (DOT) National Highway Traffic Safety Administration (NHTSA) at www.nhtsa.dot.gov contains information on national campaigns, statistics, equipment safety ratings and recalls, driver behavior, studies and promotional materials. There is also a listing of regional offices. NHTSA is also a good starting point for links to other motor vehicle and traffic safety organizations.
- 5. The following agencies and organizations are sources for training and educational material. These web sites normally have links to other sites addressing motor vehicle safety issues. Additional information is also available from specific activity web sites, equipment manufacturers, dealers, clubs and organizations.
 - a. The American Automobile Association (AAA) at www.aaa.com and the AAA Foundation for Traffic Safety at www.aaafoundation.org/index.cfm provide educational and training resources.

- b. The National Safety Council (NSC) Defensive Driving Courses can be accessed at www.nsc.org. It provides a variety of other topics, including fact sheets for skateboards and inline skates.
- c. The Motorcycle Safety Foundation (MSF) provides motorcycle safety training information and links to state training programs. Access MSF at www.msf-usa.org.
- d. The ATV Safety Institute (Division of Specialty Vehicle Institute of America (SVIA)): www.atvsafety.org or www.svia.org is a resource for ATV safety information and training.
- e. The Network of Employers for Traffic Safety (NETS) is a source of educational information and traffic safety program assistance. Access the NETS website at www.trafficsafety.org.
- f. The Centers for Disease Control and Prevention (CDC) at www.cdc.gov/ and the National Center for Injury Prevention and Control (NCIPC) at www.cdc.gov/ncipc/ provide a wide range of information on motor vehicles, bicycles, scooters, etc. Additional bicycle information can be obtained at The National Bicycle Safety Network (NBSN), The Bike Hub at: www.cdc.gov/ncipc/bike/default.htm.
- g. The Consumer Products Safety Commission (CPSC) provides safety information on a wide range of consumer products including those related to traffic safety. Access the CPSC website at www.cpsc.gov.
- h. The National Transportation Safety Board (NTSB) investigates and makes recommendations on major transportation-related mishaps. Access the NTSB website at www.nts.gov.

Q. Coast Guard Operational Risk Management (ORM). Human error causes a significant number of mishaps that have resulted in the loss of personnel (on and off duty). Many times faulty decisions have placed our personnel at greater risk than necessary. The application of basic ORM concepts is not limited only to unit or mission operations as the Coast Guard usually defines them. All Coast Guard missions and daily activities, both on and off duty, require decisions that manage risk. The additional benefits of the ORM process include safeguarding our member's health and welfare and conserving vital resources. An off duty mishap causes pain and loss to the individual and his/her family as well as reduced operational readiness to his/her unit.

1. Risk Management Tools. The principles and process of risk management shall be fully integrated into all motor vehicle and off-duty/recreational safety

programs. Policies and laws can only affect safety to a point. Individuals must assume responsibilities and take precautions for hazards that are within their control and hazards that can be influenced. Risk management ensures that the individual, who will maximize situational awareness, takes all possible precautions.

2. Resources. To assist commands in managing a motor vehicle safety program, there are risk management tools that focus on the individual, the equipment and the mission to be completed.
 - a. Army Safety Management Information System (ASMIS). ASMIS is an online, risk assessment planning tool designed to allow members to answer a series of questions regarding their travel preparation and planning, the vehicle used for travel and the duration of travel. From this input, ASMIS provides a personalized trip risk analysis, including a hazard assessment value and recommendations for reducing travel risk. Examples of actual mishaps that occurred during similar trips and other traffic safety information are provided for the member to review. The entire process takes 10-15 minutes to complete. Links to weather reports and maps are also available. An email notification of the risk analysis is forwarded to the member's supervisor, which triggers discussion of plans, risks and controls. ASMIS provides an excellent opportunity for individual commands to educate their personnel on the risks they face while traveling by PMV on liberty and leave. Supervisors are strongly encouraged to have personnel develop a risk assessment profile using ASMIS prior to approval of leave requests, particularly in cases where extended or overnight travel or younger or inexperienced drivers are involved, and for personnel who have had a previous motor vehicle accident, alcohol incident, or driving under the influence determination. ASMIS can be accessed at: <https://safety.army.mil/asmis1/>. (Click on the "Non-Army (Non-AKO) Customers" link.)
 - b. Excellent resources for checklists and information for safety briefings can be found on the Coast Guard oriented "toolbox" available at the MLCPAC (kse) website: <http://cgweb.mlcpac.uscg.mil/mlcpackse> and at military safety center websites. This becomes especially important during holiday seasons, when there are periods of increased travel, inclement weather and more frequent celebration. Some specific aids that commands may want to consider are:
 - (1) Integrating ORM principles into motor vehicle safety activities.
 - (2) Encouraging unit designated drivers, taxi cards or other transportation programs.

- (3) Distributing chain of command calling cards.
 - (4) Observing “wind-down” time prior to starting a trip.
 - (5) Including traffic safety advice on pass, liberty and/or leave statements.
 - (6) Providing trip planning checklists and safety briefings.
 - (7) Developing vehicle safety checklists.
- c. Figure 10-1 is an example of a risk management checklist that can be used to evaluate the risk associated with various activities. It can be adapted for use with any activity, provided the risk factors associated with that activity are included in the matrix.

Figure 10-1

MOTOR VEHICLE AND OFF-DUTY RECREATIONAL RISK ASSESSMENT CHECKLIST

1. MISSION (Activity or Activities)	<p>GREEN – Good to proceed or perform activity. AMBER – Condition exists that could add risk and affect outcome. Should be addressed and properly managed. RED – Condition exists that adds sufficient risk to cancel mission or activity unless remedied.</p>
2. INDIVIDUAL (Physical, mental condition and competency)	
3. EQUIPMENT (Mechanical condition, PPE))	
4. ENVIRONMENT (Weather, time-of-day, geography, route)	
5. EMERGENCY PREPAREDNESS (and contingency planning)	
6. CONTINUOUS MONITORING	

HAZARD IDENTIFICATION	RISK ASSESSMENT			RISK MANAGEMENT
	Green √	Amber √	Red √	COMMENTS/SAFEGUARDS (If necessary to manage a risk)
Mission (Activity or Activities)				
Activities (inherent risk)				
Distance, speed, time required				
Repeat activity or 1 st time				
Rest periods included				
Alone or with others				
Individual Competency, Physical, and Mental Condition				
Trained, qualified, experienced in the mechanics and operation of the equipment and activity				
Knows personal physical limitations				
Knows laws and policies				
Familiar with area to be traveled				
Fatigued, stressed, rushed, dehydrated, distracted, alcohol use, medication (or is there potential for)				
History of risky behaviors				
Equipment				
Mechanical condition				
Proper equipment and supplies				
Personal Protective Equipment				
Seat belts / child restraints				
Environment				
Weather Conditions/Forecast				
Exposed to elements				
Travel / perform activity after dark				
Terrain / Geography				
Road / Traffic Conditions				
Wildlife or Human risk				
Emergency Preparedness				
Communications, plans, contact numbers (CG and destination)				
Gear and supplies				
Contingency plan				
Continuous Monitoring				
Are you able to maintain situational awareness?				
Can you adapt to changing conditions?				
Have you explored other options?				

